

The KCA Athletic Program Manual

Athletic Philosophy: KCA Athletics works to inspire in youth a healthy and active lifestyle, strong character, and a passion for sports through hard work, excellent coaching, and opportunities to compete. The athletic program conducts itself in compliance with federal and state laws, Board of Education policies, league regulations, standards of practice, and school rules.

Introduction

I once heard culture defined as a set of living relationships working towards a shared goal. The reason we have this athletic program manual is because we have an overall goal as a school and we want to see that carried out in our sports programs through our coaches, athletes, and families.

With that said, welcome to the KCA's athletic program manual! This information is being presented to you because you have expressed an interest in participating in high school athletics.

We appreciate your interest in the athletics program and believe that participation in athletics will provide your child with many opportunities to grow in their character, bond with classmates, and contribute to their physical, emotional, and spiritual maturity.

Our staff is committed, to the best of our abilities, to providing your child with proper equipment and facilities, trained and experienced coaches, and athletic contests with skilled officials.

Code of Conduct for Coaches

Being a coach of one of the school's athletic teams is a privilege that carries certain expectations and responsibilities. During athletic events, including but not limited to practices and contests, the coach represents our student athletes, our school, and our community. They are therefore obligated to uphold the values of character at KCA, follow the rules and responsibilities of high school athletic events, and stand by this manual. Some of the expectations that KCA requires of the coaches are outlined below.

- A. Leadership Responsibilities:** Coaches must conduct themselves in a dignified manner in regards to their emotions, language, attitudes, and actions. It is their primary responsibility to lead their student athletes well, working to protect the principles of good character, safety and development, and fun at all times. They are to demonstrate attributes of Christ by encouraging their students as they train them up, showing respect to them, their opponents, and officiating staff, and working to create a positive environment for the athletes built on mutual respect and trust.

- B. Community Responsibilities:** Coaches are leaders not only at athletic practices and events, but in the community as well. Therefore, they must show proper personal behavior at all times. This means treating parents and other staff members with civility, and upholding their values on and off the field, court, etc.

Your child's decision to participate in athletics is a commitment to his or her team. The decision to participate requires a commitment of self-discipline and self-sacrifice on the part of the student. The student must follow the rules for proper training, performance, and conduct.

Code of Conduct for Student Athlete

Being a member of the school's athletic team is a privilege that carries certain expectations and responsibilities. During athletic events, including but not limited to practices and contests, the student represents her or his school and community. The student athlete is therefore obligated to uphold the rules and responsibilities of participation in high school athletics. Some of the expectations that the school staff require of the student athlete are outlined below.

- A. Academic responsibilities:** The student's academic studies and achievement are priorities. Participation in athletics and other extracurricular activities enhances the student's academic achievement by preparing the student for life as an adult. Students are expected to have a well-rounded high school experience that includes a balance of athletics and academic performance.
- B. Respect for one's school responsibilities:** The student's respect for his or her school is another priority. By participating in athletics, the student contributes to the betterment of her or his school's reputation.

Many students who participate in athletics often assume leadership roles as members of their respective teams. Their conduct is judged on and off the playing field by their peers and community members.

Additionally, other students look up to student athletes as role models. Thus, the student athlete should always remember that she or he is in a leadership role, and has the responsibility to make good choices and be a positive contributor to enhancing school spirit and community pride.

- C. Good team player responsibilities:** The student represents his or her family, school, and self when they choose to participate in athletics. The student is expected to follow rules, regulations, policies, and the athletic staff and her or his coach's directives during training, practice, and participation in athletic events.

As a parent or legal guardian, we know that you will ensure that your child will participate in the KCA high school athletics program with the full knowledge that he or she is expected to follow

all the rules and regulations of the Department of Education (some of which are outlined in this handbook), and to adhere to this manual.

Code of Conduct for Parents/Legal Guardians

Being a parent or legal guardian of a student athlete of the school's athletic team carries certain expectations and responsibilities. During athletic events, including but not limited to practices and contests, the parent or legal guardian represents her or his school and community. The parent or legal guardian is therefore obligated to uphold the rules and responsibilities of attending high school athletic events. Some of the expectations that the school staff require of the parent or legal guardian are outlined below.

A. Parent/Legal Guardian Responsibilities:

1. Teach your children the value of education and good citizenship.
2. Refrain from criticizing officials, coaches, spectators or the student athletes.
3. Understand and support the DOE and KCA policies, school, and athletic department rules.
4. Respecting the judgment of the coach in regards to team selection, playing time, strategy and coaching philosophy.
5. Do not smoke or drink alcohol at any high school athletic events.

B. Steps to Address Parent/Legal Guardian Concerns: Parents and legal guardians may have concerns dealing with their child's participation on a school athletic team. Certain steps should be followed in addressing these concerns. Parents and legal guardians should not confront the coach before or after a practice session and a game or contest.

1. Have your child speak to the coach about the concern.
2. Make an appointment to meet with the coach about the concern.
3. Make an appointment to meet with the athletic director about the concern.
4. Make an appointment to meet with the principal about the concern.

Athletic Goals

Our goal is for our student athletes to become effective citizens by learning to:

- A. Work with others:** In athletics, the student will learn the importance of teamwork and that the team is more important than personal desires or performance. Students will learn to work with others by developing self-discipline, respect for authority, and the spirit of hard work and self-sacrifice.
- B. Strive for excellence:** Although the team may not always win, striving for excellence in character must still be demonstrated even in defeat. This means giving one's best effort in practice and at games, and learning to improve from one's mistakes.

- C. Build character:** In athletics, students must learn to be courteous in victory and in defeat. Students will treat others with the same respect that they would want to receive from others.
- D. Enjoy the sport:** Students must acknowledge that after all, it is just a game. A goal of athletics is to nurture students by encouraging them to learn to enjoy their experiences, to have fun with their teammates and opposing players, and to be a contributing member of their team.
- E. Develop good personal health habits:** Physical fitness is a life-long goal. Each student should work towards having a healthy body, mind, and spirit. Students should continue the good habits of physical fitness and healthy living throughout their lives.

Governance

The athletics program is overseen by the Department of Education. Most athletic contests are governed by outside organizations such as the Hawai‘i High School Athletics Association (HHSAA), the interscholastic leagues, and the National Federation of State High School Associations (National Federation). The HHSAA maintains statewide rules and regulations to ensure fairness in the competitions and balance with other educational programs.

The HHSAA is comprised of schools from the Big Island Interscholastic Federation, Interscholastic League of Honolulu, Kauai Interscholastic Federation, Maui, Interscholastic League, and Oahu Interscholastic Association. These individual leagues schedule athletic contests for their member schools, administer league championships, and determine their league rules.

The National Federation consists of individual state high school athletic associations across the country. This group establishes rules committees, formulates and publishes playing rules, and sanctions interstate and international competitions.

Requirements for Participation

A. Student must be actively enrolled in KCA

If a student leaves the school, is expelled, or is on some form of suspension they are not allowed to participate in athletics with KCA.

B. Physical Examination

All student athletes must complete the Hawai‘i State DOE Physical Examination Form for Athletes, which is valid for one calendar year. Physical examinations may only be conducted by medical doctors, osteopathic physicians, advanced practice registered nurses, and physician assistants. Chiropractic, homeopathy, acupuncture, or herbal healing practitioners do not qualify.

All Physical Examination Forms must be completed and in the possession of the designated DOE administrator and Athletic Director for each school before the student can participate in any athletic activity, including practice and try-outs.

C. Parental/Guardian Consent, Release, and Assumption of Risk Form

Competitive athletics may place students in situations where serious, catastrophic, and perhaps fatal accidents may occur. Despite the best preventative measures, no degree of instruction, precaution, or supervision will entirely eliminate all risk of injury or harm. Students and their parents or legal guardians must assess the risks of athletic participation for themselves, and freely and voluntarily decide whether to participate.

To participate in athletics, students and their parents or legal guardians must sign a form acknowledging these risks and releasing the DOE, the state, and KCA from any liability. This form will also request emergency contact information, in the event the student requires medical attention. Like the Physical Examination Form for Athletes, this form must be signed and in the possession of the designated DOE administrator and Athletic Director for the school before the student can participate in any athletic activity, including practice and try-outs.

Health insurance coverage is not required for participation in athletic activities, but is strongly recommended. The DOE and KCA are not responsible for any student's medical costs, including medical costs incurred as a result of injury from participation in any athletic activity or event.

D. Scholastic Eligibility

To participate in athletics, student athletes must have (1) at least a 2.0 overall grade point average and (2) receive passing grades in courses required for graduation.

E. Age Eligibility

Students in Grades 9-12 or a student, who becomes nineteen on or after September 1 of any given year, are age eligible for sports offered at the high school.

F. Maximum Participation

Upon entry to the ninth grade, students shall have only four consecutive years of participation eligibility, regardless of a break in school attendance.

G. Amateur Status

A student must be an amateur in that sport to be eligible to represent her or his high school. An amateur sports person is one who engages in a sport solely for the pleasure and the physical, mental, and social benefits.

H. Outstanding Financial Obligations

A student may not be allowed to participate if the family is not current in its financial obligations to KCA.

KCA Athletic Department Rules

A. Alcohol, Tobacco, and Illicit Drugs Prohibited

Student athletes may not use, possess, or distribute tobacco, alcohol, and/or illicit drugs. This applies at all times, both during the season and during the off season.

The athletic director and principal may determine the appropriate discipline, if any, for violations of this provision. Depending on the seriousness of the violation, the penalties can range from a game suspension to a permanent denial of participation in athletics.

B. Hazing Prohibited

KCA strictly prohibits hazing. Hazing is any conduct or method of initiation into any student group that endangers a student's physical or mental health. Examples of hazing include but are not limited to: whipping; beating; branding; forced calisthenics; exposure to weather; forced consumption of any food, alcohol, beverage, drug or other substance; indecent exposure; or extreme mental stress such as deprivation of sleep or rest, extended isolation, or personal humiliation. Students found to be in violation of this policy will be subject to counsel and/or disciplinary action.

C. Dropping a Sport

Although students are encouraged to participate throughout the athletic season, some students may find it necessary to drop a sport. In such a case, the student athlete must (1) consult with her or his coach, (2) report the situation to the athletic director, and (3) return all equipment issued prior to quitting the team. The parent or legal guardian and student shall be responsible for the replacement cost of all equipment not returned in the same or substantially similar condition, with the exception of normal wear and tear; it was in at the time of issuance.

D. Squad Selection and Cut Guidelines

Coaches are encouraged to keep as many students on a team as possible, without affecting the integrity of the sport. Time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any sport.

Before team selections are made, the coach should notify all candidates of the (1) length of the try-out period, (2) criteria for team selection, and, if the student makes the team, (3) practice commitments, (4) game commitments.

If a candidate attends all required meeting(s) and tryout sessions, a coach may cut a candidate after the candidate: (1) competed in a minimum of two tryout sessions, (2)

performed in at least one intrasquad game, and (3) was personally informed of the cut by his or her coach.

Although the coach should generally follow this squad selection and cut guideline, some procedures may not be practical due to the unique nature of each individual sport. In such case, the coach may deviate from the selection procedure. Still, a cut list shall not be posted.

E. Reporting of Injury

All injuries that occur during participation in athletics should be immediately reported to the athletic trainer and/or coach. An Injury Report Form must be completed by the athletic trainer or coach.

Student athletes who are required to sit out of athletics due to illness or injury and who received treatment from an athletic trainer must get written permission from the same athletic trainer or designee athletic trainer clearing the student athlete to once again participate in athletic activities. If a licensed family physician initially treats an ill or injured student athlete, then that same physician must provide written permission in order for the student athlete to once again be eligible to participate in athletic activities. The school's athletic trainer, however, will have the ultimate discretion as to whether a student athlete may resume participation in athletic activities.

F. Travel to Athletic Events

All athletes must travel to and from athletic events in transportation provided by the athletic department, unless the student's parents or legal guardians make alternative arrangements that are approved by the coach.

Athletes will remain with their team and under the coach's supervision when attending away contests.

Athletes who miss the bus may not be allowed to participate in the contest at the coach's discretion. All regular school bus rules will be followed. Athletes should dress appropriately while traveling on athletic trips.

In addition, the use of private vehicles driven by athletic department employees to transport students is only permissible when (1) the principal has determined that circumstances make it impractical to charter a bus to transport students on trips, and (2) written approval forms are secured from the administration and the student's parents or guardians.

In cases where private vehicles are used, the vehicle driver, the vehicle's registered owner, student-passengers, and any other party shall release the state and KCA from all liability resulting from the use of the private vehicles. Insurance coverage shall be limited to the private vehicle's no-fault policy.

Approval for use of private vehicles driven by athletic department employees shall be limited to trips (1) when the volunteer or school employee is acting in an official capacity on behalf of the school by providing transportation for students for athletic purposes; or (2) when the school accepts responsibility to provide transportation to the activity.

KCA discourages the use of student drivers to transport other students. Parents or legal guardians are responsible for arranging the student athlete's transportation to and from the event when transportation is not provided by the school. If a student is transported in another student's private vehicle, the school will not assume any liability resulting from such transportation.

G. Athletic Equipment

All athletes are responsible for the proper care and security of equipment issued to them. School-issued equipment should be used only for games and practices, and should be kept in good condition. The parent or legal guardian and student shall be responsible for the replacement cost of all equipment not returned in the same or substantially similar condition, with the exception of normal wear and tear; it was in at the time of issuance.

H. Class Attendance

Students missing school for reasons other than illness must have an excused absence to participate in events or practices.

I. Release From Class

Athletes are responsible for requesting make-up work from their teachers for lessons missed due to an athletic activity. All class work shall be made up at the convenience of the teacher.

J. Missing Practice

Athletes should consult his or her coach before missing practice. Unexcused absences from a practice or contest may result in suspension or dismissal from the team.

K. Suspension

Suspension means exclusion from school for a specific period during the school year. Suspended athletes shall not participate with their respective team in practice or in a contest on the day(s) of the suspension period. When reinstated from the suspension, the athlete will then be eligible to resume participation.

KCA reserves the right to disallow participation in athletics due to behavioral concerns.

L. Conflicts With Extracurricular Activities

Students participating in several extracurricular activities may be in a position of conflicting obligations. The athletic department recognizes that students should have a broad range of experiences and, as such, will attempt to schedule events to minimize conflicts. However, students may be required to make choices in the event of conflicting activities which may affect him or her to get the most benefit from all aspects of the educational experience.

M. Vacations During the Sports Season

If an absence during a sports season due to vacation is unavoidable, the athlete must (1) notify the coach prior to the vacation, and (2) be willing to accept the consequences related to playing time in future contests.

N. Locker Room Regulations

1. Only coaches and assigned players are allowed in the locker room.
2. Rough-housing and throwing towels or other objects are not allowed. Hazing is strictly prohibited.
3. All showers must be turned off after use.
4. All spiked or cleated shoes may not be worn inside the locker room.
5. Equipment must be removed from all lockers by the end of the first day following the conclusion of each respective sports season.

O. Protection Against Communicable Diseases

The DOE has concern for the health and safety of each student. As such, the athletic director and athletic trainer shall ensure that:

1. Coaches and athletic staff are trained with regard to (a) communicable diseases, including bloodborne pathogens; (b) appropriate care in the event of blood-injuries, or circumstances with a communicable disease risk; and (c) appropriate measures to take to protect other individuals from exposure.
2. Appropriate precautions, protective gloves, and sanitary measures should be used at athletic events (including games and practices).
3. All wounds, cuts, and abrasions are to be covered to prevent infection.
4. Coaches inform students (a) not to share equipment, water, clothing, towels, soap and other personal items; (b) to clean their practice and game uniforms after each use; and (c) to shower with soap as soon as possible after practices and competitions to decrease exposure to bacteria.
5. Surfaces that are frequently touched should be cleaned and disinfected regularly (i.e. benches, athletic training room tables, weight room equipment, wrestling mats, chairs, etc.).
6. Coaches and students are made aware of the potential risk of skin infections caused by staph bacteria and should seek immediate medical attention in the event of such infections.

7. Coaches and athletic staff view the most current bloodborne pathogen video.

P. Weight Room Regulations

1. Proper shirt, shorts, and covered shoes are required at all times. Shoes with metal or hard-plastic spikes or cleats are not allowed.
2. Student athletes may not be in the weight room without authorized supervision by either a coach or the athletic director.
3. All students must be under the supervision of an authorized coach. Anyone using the weight equipment must work with a partner.
4. Students should replace all weights on racks immediately following use.
5. Students should work with the coach to determine their limits and train accordingly.
6. Students should use proper weight lifting techniques and warm-up with proper stretching exercises.
7. Students who engage in strength training must be guided by a coach with the proper background and experience. Strength training is a highly skilled activity, not merely a supplement to other athletic programs.

College Recruiting

If an athlete is personally contacted by a college recruiter, he or she should inform and work with the coach and athletic department, specifically the athletic director, to discuss how to proceed.

Conclusion

Thank you for your interest in KCA athletics. We hope your experience will be a rewarding one full of growth and memorable experiences all to God's glory. Should you have any questions, please do not hesitate to contact your athletic director or coach.